

2 February 2025

Brian Albanese, Senior Project Manager, CERM  
Kendra Cowan, Project Manager, CERM  
DeKalb County School District  
678-676-1359

Re: Proposal for additional design services fees at International Student Center

To Mr. Albanese and Ms. Cowan:

Thank you for the opportunity to continue providing design services for International Student Center. The project scope expanded over the course of the design process. In turn, the awarded contractor's (Winter Construction) GMP is higher than the original SCL. This letter is being written to request additional design fees for the addition design scope provided.

## 1.0 PROJECT SCOPE

**1.1 Project Scope.** The project scope has expanded from our original contract to include:

- All new interior finishes throughout the school
- New room signage throughout the school and large graphic signage
- New exterior canopies
- New mechanical room, including moving the chiller, boiler, pumps, and other large equipment
- Kitchen redesign, including all new equipment
- Millwork demolition and replacement throughout the school
- Structural settlement repair in two classrooms
- Admin area reconfiguration
- Design selections for new and replacement furniture throughout the building

**1.2 Schedule.** The schedule has remained unchanged from the original contract schedule.

## 2.0 ADDITIONAL DESIGN FEES

### 2.1 Professional Service Fee Increase

Our design and construction administration services are a fixed fee based on a percentage of construction cost.

Per the Guaranteed Maximum Price (GMP) dated January 27, 2025 is \$25,677,042.

**TOTAL ADDITIONAL ADJUSTED DESIGN FEE REQUESTED (6%) = \$640,622**

Harper Bateman: RA015056

Jason Hanna: RA015069

Ross Payton: RA014027

Dawn Chisholm Meinhardt: RA015787

Steve Hulsey: RA015388

Scott Ruch: RA013096

Dan Drennan: RA015267

John Murphy: RA010872

Gopi Swaminathan: RA015043

Bob Emery: RA015053

Carissa Oyedele: RA016807

Sangeetha Karthik: RA017155

## 2.2 Reimbursables

Reimbursable Expenses are in addition to design services noted above for printing, shipping, mileage. There are no additional reimbursable expenses anticipated for this effort.

## 3.0 CONTRACT TERMS AND ACCEPTANCE

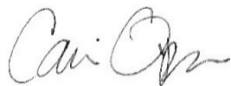
**3.1 Contract Terms and Conditions:** The Terms and Conditions are per the original contract.

**3.2 Acceptance:** Upon acceptance of this proposal, Client and Corgan agree to execute a Purchase Order based on the existing Master Services Agreement between Client and Corgan. The following conditions will apply if we receive a notice to proceed prior to final contract execution.

- Our Agreement will be fully executed within 45 calendar days of this e-mail.
- You will accept invoices for our work when billed on our regular billing cycle prior to execution of Our Agreement, and you agree to pay those invoices within 45 days of receipt.
- We reserve the right to stop work and withhold any deliverables if Our Agreement is not executed within 60 days of this email or an invoice is not paid within 45 days of the invoice date.

Thank you again for the opportunity to continue providing architectural and engineering design services. Please let us know if you have any questions and we look forward to the start of construction shortly.

Sincerely,



Carissa Oyedele, AIA, Vice President, Corgan

Accepted:

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Date